

Special Inspection Joint Review Procedural Guidelines

Effective date: August, 2007

Background

Chapter 17 of the California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official. In order to facilitate a review and approval process we hereby establish the following procedural guidelines for collectively exercising our discretion in determining the qualification for special inspection agencies and testing laboratories.

Participating Local Jurisdictions

1. City of San Francisco
2. City of Milpitas
3. City of Livermore
4. City of Fremont
5. City of San Jose
6. City of Brentwood

Detailed contact information is provided in Attachment 3.

Applicability

The procedural guidelines may be changed, updated, or corrected at any time at the discretion of the participating jurisdictions. The joint review process is not mandatory. These guidelines are not intended to supersede any alternative criteria of specific requirements set forth by any of the participating jurisdictions.

Submittal Requirements

- An application package shall be provided as specified in the SPECIAL INSPECTION QUALIFICATION GUIDELINES (Attachment 1).
- A cover letter shall be provided with each submittal requesting of an agency's qualification and specific categories of inspection and testing services.
- An agency may submit evidence of accreditation by the Division of the State Architect's Laboratory Evaluation and Accreditation Program (DSALEA), or International Accreditation Service (IAS), or other recognized accreditation service for evaluation. Complete evidence of approval shall be provided including the specific work categories.

Application Fee

- There is no application fee

Review Procedure

- Committee members of participating jurisdictions shall evaluate the qualification of the agency based primarily on the qualifications and experience of the agency's staff.
- Each participating jurisdiction will make all decisions individually and independently after sharing information and pertinent materials.

Notification

- Each participating jurisdiction is responsible for notifying the agency with the outcome of the review.
- Each participating jurisdiction will keep a list of its recognized agencies on its website.
- Approved submittals are valid for up to three years from the approval date.

Appeal Process

If the agency decides to appeal the outcome of the review or removal of the agency from a jurisdiction's recognized list, appeal shall be made directly to the applicable jurisdiction in accordance with the appeal procedures of that jurisdiction.

Renewal Process

- The list of previously approved agencies is provided in Attachment 2.
- It is the agency's responsibility to submit updated categorical information as stipulated in the QUALIFICATIONS GUIDELINES, including information for new employees, to the committee members of participating jurisdictions at least 60 days prior to the expiration date of the agency's qualification.
- A cover letter shall be provided with an application submittal of an agency's qualification and specific categories of inspection and testing services.
- Renewal is valid for up to three more years.
- See Attachment 4 for more information.

Acknowledgement

The Special Inspection Joint Review procedural guidelines have been reviewed and approved by the following jurisdictions:

1. City of San Jose, Chief Building Official

Print: _____ Signature: _____ Date: _____

2. City of San Francisco, Chief Building Official

Print: _____ Signature: _____ Date: _____

3. City of Livermore, Chief Building Official

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4. City of Milpitas, Chief Building Official

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5. City of Fremont, Chief Building Official

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6. City of Brentwood, Chief Building Official

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